

Retention and Disposal Schedule



Retention and Disposal Schedule Control

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Version Control

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Introduction

Newry, Mourne and Down District Council ('NMDDC') was formed on 01 April 2015 following the merger of Newry and Mourne District Council and Down District Council and is the third largest of the 11 Councils in Northern Ireland.

With an estimated population of 181,368, a coastline of approximately 150 kilometres and encompassing an area of 1,634 square kilometres, the District has three Areas of Outstanding Beauty; Mourne, Strangford Lough and Lecale and Slieve Gullion.

41 Councillors serve seven District Electoral Areas: Crotlieve, Downpatrick, Newry, Rowallane, The Mournes, Slieve Croob and Slieve Gullion.

The Council's functions include planning and building control, waste and recycling services, leisure and community services, health and wellbeing and local economic and cultural development. In the performance of these functions, NMDDC relationships include inter-council working groups, government departments, the Education Authority, the Public Health Agency, the Health and Social Care Trusts, Invest NI, the Northern Ireland Tourist Board, the Northern Ireland Housing Executive, the Police Service of Northern Ireland, the Arts Council of Northern Ireland, Sport NI and the Northern Ireland Fire Authority.

NMDDC is committed to the development and implementation of procedures to facilitate the creation and maintenance of authentic, reliable and useable records capable of supporting its business activities for as long as they are required. In March 2021, the Strategy, Policy and Resources Committee approved a 'digital first' approach to Council records to support Council's digital transformation, in addition to the seven information principles¹.

NMDDC is required by the Code of Practice on the management of records issued under Section 46 of the Freedom of Information Act 2000 ('the FOIA') to have and to implement a records retention and disposal schedule. This schedule must be compliant with the Public Records Act (NI) 1923 and the Disposal of Documents Orders (S.R. & O. 1925 No. 167 and No. 170).

The aim of the NMDDC Retention and Disposal Schedule is to support the NMDDC Records Management Policy by setting out the responsibilities and actions required to ensure compliance with statutory and regulatory requirements affecting the retention and disposal of records.

Implementing the requirements detailed in this document is also a requirement of the Records Management Policy.

Objectives

The purpose of this schedule is to:

- define minimum retention periods;
- prevent the premature destruction of records that need to be retained for a specific period to satisfy legal, financial and other requirements of public administration;
- identify records that may be kept permanently as part of the Newry, Mourne and Down district's local history;

¹ https://www.newrymournedown.org/media/uploads/spr_minutes_11032021.pdf

- provide consistency for the destruction of those records not required permanently after specified periods; and
- promote consistent records management practices for NMDDC.

Scope

This schedule provides retention and disposal timeframes for records (including paper, electronic, audio-visual, etc.) commonly created and maintained by NMDDC to support administrative, legal, and fiscal activities, according to NI and UK legislation and best practice guidelines.

This schedule forms part of the Council's Information Management framework. It should be read in conjunction with the following documents which are available on request by contacting recordsmanagement@nmandd.org:

- Records Management Policy and Procedure
- Access to Information Policy and Procedure
- Confidential Waste Paper Disposal Process
- Guide to Email Records Management

This schedule has been developed by the Records Management Team in consultation with Assistant Directors, Heads of Service and Line Managers.

This schedule applies to all records held by the Council, including paper, electronic, microform, audio-visuals, etc., copies and backups which are created, collected, processed, used, stored and/or disposed of by the Council's staff, Elected Members and third parties in the course of the Council's business activities.

Retention rules are for master sets of records only. Duplicate records should be destroyed at any point appropriate to the work of the service.

Divergence from the retention schedule may be appropriate in certain circumstances, e.g. a pending or actual legal action, change of legislation or regulation or legitimate business requirement. Any divergence requires liaison with the Information Asset Owner (IAO) and the Records Manager.

As new functions or classes of records are created or changed during the life of the schedule, advice must be taken from the Public Records Office Northern Ireland ('PRONI') on whether there is a requirement for the Council to re-draft and resubmit the Schedule to the NI Assembly.

Legal Requirements

Each entry in the Retention and Disposal Schedule details the specific legislation, regulations, guidelines or codes of practice that stipulate or recommend how long records should be kept before they are disposed of. Where no such legislation or guidance exists, NMDDC Directorates have been consulted to determine the retention periods that best suit each service area activity.

A list of the primary legislation under which NMDDC carries out its functions is included in Appendix C of the schedule.

Where the documents could be pertinent to a future claim against the Council, e.g. cleaning schedules, rotas, consent forms, a copy should be attached to the incident report form and sent to the appropriate business area. The original can then be destroyed in accordance with the

Retention and Disposal Schedule, and the copy retained in with the investigation file for the required period in accordance with The Limitations (NI) Order 1989.

Some overarching legislation requires that records be kept for a certain amount of time and applies to all Directorates and sections of Council. These include:

The Public Records Act (NI) 1923/The Disposal of Documents Order SR&O 1925

The Public Records Act (NI) 1923 established PRONI as the place of deposit for public records, created the roles of Keeper and Deputy Keeper of the records as well as defining what public records actually are.

The Disposal of Documents Order 1925 sets out the provisions for the disposal and retention by public authorities of Northern Ireland public records. It provides the legal basis for disposal schedules and sets out the need for public bodies to have an officer who is responsible for their records and information.

The Data Protection Act 2018/The UK General Data Protection Regulation 2018

Principle 5 requires that personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which it was collected.

The Freedom of Information Act 2000

The Act requires us to make information available to the public unless specific exemptions apply. The Code of Practice issued under S46 of the Act sets out rules on how we should manage records and information, including responsibilities on all staff to implement the records retention and disposal schedule.

The Local Government Act (NI) 2014

Section 44 of the Act requires that following a Council meeting, a copy of the minutes and the agenda be made available to the public.

Operation of the Retention and Disposal Schedule

Functional Classification

The schedule is arranged by Council Function to provide a framework for handling records across NMDDC. Classification creates a logical, uniform approach by linking information in a business context. There are three levels of classification in the schedule:

- **Function** – used as a top-level term to represent the major responsibilities that are managed by Council to fulfil its duties.
- **Activity** – used to describe the key tasks performed by Council to accomplish the work of each of its functions. Several activities may be associated with each function.
- **Transaction** – used to describe the tasks that take place on a regular basis to perform each activity.

The Management Function holds the retention rules for those activities that are essential to the running of Council and/or are common to all areas, e.g. Communications and Marketing, Corporate Policy, Customer Feedback, Performance Management, Events, Strategic Planning, etc.

Final Action Categories

The schedule sets out the retention periods and final actions for each class of records. The retention period refers to the period of inactivity once the record has ceased to be of administrative use. The final action refers to the action taken once this period has expired.

There are four broad final action categories:

- **Transfer to PRONI** – the records are transferred for permanent preservation to the Public Record Office of Northern Ireland under warrant, where they will be preserved and securely held as Historical Records.
- **PRONI Appraisal** – the records that have been identified as requiring PRONI Appraisal are those which may be of future historical significance, PRONI officials will determine when the records reach their appraisal date.
- **Permanent Retention by Council** – the records are permanently retained by the Council for administrative or legislative purposes and will be physically or digitally managed in an accessible format within record keeping systems. These records must be reviewed on a regular basis to ensure their ongoing preservation. Any decision to dispose of records in this category can only be done following a revision of the retention and disposal schedule.
- **Destroy** – the records are disposed of securely in line with Council Policy.

Closing a file

For this Retention and Disposal Schedule to operate effectively, it is important to maintain a streamlined filing system through regular and systematic closure of files. Closing a file does not mean it must be immediately removed from the filing system. What it does mean is no additional papers should be added to the file and that it should be used only for reference.

Closure triggers are clearly set out in the schedule for each record, however, if required, a continuation file should be opened once the file exceeds 2.5cm thick and electronic folders should be reviewed regularly to ensure adherence to the departmental filing system and, where applicable, archive a folder and create a continuation named in accordance with the Records Management Policy and Procedure.

Records should be reviewed and sorted before closing to remove ephemeral and temporary/supporting documents and then clearly marked with the closure and proposed disposal dates.

Electronic media, such as CDs, should not be attached to or stored with paper records to ensure preservation of these materials. These should be filed separately with the location noted on the original record and filing system.

Emails must be considered for retention and disposal and MS Outlook mailboxes and folders checked to ensure that all copies of a record are destroyed in accordance with the schedule.

Review

Files should be reviewed by the Service Area to ensure that no records are likely to be required for business continuity reasons.

Where there is no longer an enduring business need for the record to be retained, the final action should be triggered accordingly. If there remains a legal, fiscal or administrative need to retain the record, the reviewer should state a further retention period, after which the final action will be triggered.

Both confirmation of the final action and extension of the retention period require Head of Service approval and this should be included in the disposal notification prior to validation by the Records Manager.

Applying the Final Actions

Once it has been determined that a record is no longer required, the IAO should identify the relevant final actions for each file as shown above.

For those records identified for **Transfer to PRONI**, the IAO should contact the Records Management Team to arrange the paperwork and transfer.

Records that have the final action **PRONI Appraisal** are those which may be of future historical significance. The PRONI appraisal takes place at the following points:

First Review

The purpose of a first review is to identify records which have the potential to have long term historical significance. This is completed approximately 5 years after the date of the last paper, and when the business area has confirmed it has no ongoing administrative need for the record.

The IAO should contact the Records Management Team to arrange for PRONI to inspect records which are in the 'PRONI Appraisal' category and must provide a detailed list of all the records due for inspection.

Any records selected by PRONI must be retained by Council until they reach the Second Review stage.

Second Review

Records which have the final action 'PRONI Appraisal' and have not been subject to a First Review should be brought forward for Second Review in a timescale appropriate to ensure their transfer to PRONI by the time they reach 20 years old.

Similar to the first review process, the IAO should contact the Records Management Team to arrange for PRONI to inspect the records and must provide a detailed list of all the records due for inspection.

At the appraisal, PRONI will identify files of historic value in line with PRONI's acquisition strategy and appraisal guidance. Records selected for permanent preservation following PRONI Appraisal will transfer after a warrant has been issued by PRONI.

Those records marked '**Destroy**' will be held by Council for the retention period. The IAO should contact the Records Management Team when a review has been completed and disposal confirmed. The IAO must provide a record of the authorised disposal and the department must retain a register of disposal. If, following review, a decision is made to extend a record's retention period, e.g. due to an on-going legal matter, Freedom of Information request, etc., a written request must be submitted to the IAO and once approved the rationale for the decision, the date of the decision and the next review date must be recorded and approved by the Records Management Team.

When completing 'batch' disposals, staff should complete a list of the file references, file titles, date ranges and the number of files. Staff should also note any files missing from a sequence that have been retained for a further period.

For disposal of paper records, staff must adhere to the Confidential Waste Paper Disposal Process, see page 5 above. Deletion of electronic files must be monitored and should be permanent, which means that all known copies and versions of the information, including back-ups, have been destroyed and cannot be recovered by processes within the control and capability of Council.

Where information is shared internally and with the third parties, the IAO must ensure that the Data Sharing Agreement and this schedule are adhered to by both parties.

For records listed as **Permanent Preservation by Council**, the IAO should contact the Records Management Team following the review to arrange transfer to the Council archive.

Roles and Responsibilities

The Chief Executive and Directors have overall responsibility for ensuring that the Council complies with the requirements of legislation affecting the management of records with any supporting codes and regulations.

The Assistant Director Corporate Services (Administration) is responsible for keeping the Schedule under review to ensure that all business functions continue to be adequately covered by the schedule and that final actions are appropriate for the records they relate to.

The Head of Compliance and Records Manager will work closely with Directorates and Service Areas to ensure that there is consistency in the management of records, and that training is provided to ensure compliance with the Records Management Policy and Procedure and this schedule.

The Records Management Team will be responsible for co-ordinating reviews and issuing updates to the schedule.

IAOs are responsible for:

- implementing record retention policies in their service area;
- ensuring recordkeeping systems enable identification of records due for disposal;
- ensuring records due for disposal are routinely identified and reviewed to ensure they are no longer required;
- ensuring that all copies and back-ups including those in MS Outlook, and held on personal devices, are identified for disposal;
- ensuring that appropriate access restrictions and password protections are used for confidential information stored on shared drives;
- identifying vital business records and records suitable for historical permanent preservation;
- ensuring staff dispose of records only in accordance with this schedule and the Confidential Waste Paper Disposal Process;
- ensuring divergence from the Records Retention and Disposal Schedule is authorised and the Records Management Team is consulted on changes; and
- ensuring evidence of the disposal process is retained.

All staff are responsible for:

- managing the information they create and use on a day-to-day basis;
- retaining all records in line with identified business requirements and as outlined in the Retention and Disposal Schedule;
- ensuring records are saved and filed in such a way that is meaningful and facilitates retrieval by authorised colleagues;
- disposing of records in accordance with the requirements of this schedule and the Records Management Policy and Procedure;
- ensuring that any proposed divergence from this schedule is authorised; and
- bringing any issues in relation to information and records management to the attention of managers.

Elected Members are responsible for ensuring that the records created within the conduct of their roles are the property of Council and therefore must be processed, maintained, stored and disposed of in accordance with Council's Records Management Policy and Procedure and this Schedule.

Records Management Declaration

NMDDC declares that it will take measures to ensure that the records it creates will be appropriately stored and maintained while they are in its custody until either destroyed or transferred to PRONI for permanent preservation.

These measures will include:

- storing records in an appropriate environment, physical or electronic, on or off-site;
- ensuring appropriate access control mechanisms are put in place to facilitate staff who require continued access to records and information but restrict others;
- providing searching facilities, electronic or physical index systems, to ensure staff understand what they are holding or not holding; and
- putting in place auditing, finalising and backup policies and regularly testing business continuity procedures and plans for the use of vital records and information.

Signatories



Newry, Mourne and Down District Council

Prepared as required by the Public Records Act (Northern Ireland), 1923 and in accordance with the Rules made pursuant thereto, approved by Order in Council dated 20th January 1925.

A handwritten signature in black ink, appearing to read 'Marie Ward'.

Marie Ward
Chief Executive
Newry, Mourne and Down District Council

A handwritten signature in black ink, appearing to read 'Alison Robb'.

Alison Robb
Assistant Director Corporate Services
(Administration)
Newry, Mourne and Down District Council

A handwritten signature in black ink, appearing to read 'Wesley Geddis'.

Wesley Geddis
Head of Records Management, Cataloguing
and Access Section
Public Record Office of Northern Ireland

A handwritten signature in black ink, appearing to read 'David Huddleston'.

David Huddleston
Deputy Keeper of the Records
Public Record Office of Northern Ireland

A handwritten signature in black ink, appearing to read 'Colum Boyle'.

Colum Boyle
Permanent Secretary
Department for Communities

Appendix A – Index of Functions and Activities

FUNCTION	ACTIVITY
Building Control	Building Control Applications
	Building Regulations
	Energy Performance of Building Regulations
	Operations
FUNCTION	ACTIVITY
Community Engagement	Community Services, Facilities and Events
	Community Support Programme
	Engagement and Development - District Electoral Areas (DEAs)
	Neighbourhood Renewal
	Policing and Community Safety Partnership (PCSP) and Good Relations Service
	Strategic Programmes, Financial Assistance and Social Inclusion
	Volunteers
	Community Planning
FUNCTION	ACTIVITY
Council Property	Property Asset Management
	Property Acquisition and Disposal
	Capital Projects
	Property Maintenance
	Property Management
	Fleet Management
	Transferred Car Parks
	Directorate Managed Car Parks
	All Council Managed Car Parks
	Bus Shelters
	Cemeteries
	Council Markets
	Public Conveniences
	Town Centre CCTV
FUNCTION	ACTIVITY
Democracy	Decision Making
	Executive
	Governance

	Honours and Awards
	Member Services
	Elections
FUNCTION	ACTIVITY
Economic Development and Regeneration	Economic Development
	Regeneration and Investment
	Mourne, Gullion and Lecale Rural Development Partnership (2014-2020)
	SEAFLAG
	Full Fibre across Northern Ireland (FFNI)
FUNCTION	ACTIVITY
Environmental Health	Environmental Protection
	Public Health and Housing
	Health Improvement
	Food Safety
	Consumer Health and Safety
	Tobacco Control
	Enforcement/Prosecution of Offences
	Monitoring and Investigation
	Stakeholder Engagement
FUNCTION	ACTIVITY
Finance	Accounts and Statements
	Asset Management
	Financial Provisions Management
	Financial Transactions Management
	Payroll and Pensions
FUNCTION	ACTIVITY
Health and Safety	Compliance
	Monitoring
	Risk Management
FUNCTION	ACTIVITY
Human Resources	HR Administration
	Recruitment
	Employee Administration
	Employee Relations
	Occupational Health

	Learning and Development
	Safeguarding
FUNCTION	ACTIVITY
Information and Communication Technology	Asset Management
	Configuration Management Database (CMDB)
	Resource Deployment
	Cloud Platforms
	Managing Infrastructure
	Managing Communication
	Release Management
	IT Management
FUNCTION	ACTIVITY
Information Management	Access to Information
	Data Protection
	Records Management
	Operations
	Support Services
FUNCTION	ACTIVITY
Irish Language Unit	Irish Language Bursary Scheme
	Project and Event Management
	Strategy and Policy
	Translation Services
FUNCTION	ACTIVITY
Legal Services	Litigation
	Land and Property
	Contract Law
	Enforcement/Prosecution of Offences
	Statutory
	Advisory
	Professional Development
	Access to the Countryside
FUNCTION	ACTIVITY
Leisure and Sport	Indoor Leisure
	Outdoor Leisure
	Sports Development
FUNCTION	ACTIVITY

Licensing	Registration, Permits and Licencing
	Enforcement/Prosecution of Offences
	Street Naming and Numbering
FUNCTION	ACTIVITY
Management	Audit and Risk
	Consultations and Engagement
	Corporate Administration
	Corporate Communications and Marketing
	Corporate Policy
	Customer Feedback
	Emergency Planning
	Equality
	Events
	Evidence and Research
	Insurance
	Internal Communication
	Partnership and Agency Working
	Performance Management
	Project Management
	Review of Public Administration
	Statutory Returns
	Strategic Decision Making
	Strategic Planning
FUNCTION	ACTIVITY
Planning	Development Management
	Enforcement
	Development Plan
FUNCTION	ACTIVITY
Procurement	Policy and Procedure
	Contracts and Tendering
	Contract Management
FUNCTION	ACTIVITY
Registration Services	Registration of Births, Deaths and Marriages
	Marriage Services
FUNCTION	ACTIVITY
Sustainability	Biodiversity

	Environmental Conservation and Education
	Strategy and Policy
FUNCTION	ACTIVITY
Tourism and Culture	Tourism Development
	Tourism Facilities
	Tourism Marketing and PR
	Arts and Cultural Services
	Museums
FUNCTION	ACTIVITY
Waste Management	Waste Strategy
	Environmental Protection
	Refuse and Cleansing
	Waste Collection
	Waste Reduction
	Licensing and Agreements
	Enforcement/Prosecution of Offences

Appendix B – Glossary of Terms

Appraisal

The process of distinguishing information of continuing value from that of no further value so that the latter may be subject to disposition.

Business Requirement

The Service Area has identified a business need to retain the record for the period of time provided.

Closed Records

Records are closed when the current business activity has ended, and the retention trigger is activated. Closure begins the mandatory retention period for the records. Retention schedules require records to be closed either:

- at the end of a defined time (e.g., the end of the fiscal or calendar year), or
- when the last event relating to the record has occurred (e.g., the denial of a permit or receipt of final payment).

Department for Communities (DfC) - Public Records Office Northern Ireland (PRONI)

PRONI is a division within the DfC and is the official archive for Northern Ireland, holding documents covering a period from 1600 to the present day. PRONI provides records management and guidance to public bodies in Northern Ireland.

Destroy

The process of eliminating or deleting a record, beyond any possible reconstruction.

Digital Preservation

This refers to the series of managed activities necessary to ensure long term access to digital materials. It includes actions to maintain persistence and fixity, manage dependencies, survive media failure and maintain usability and context through generations of technological, organisational and societal change.

Information Asset Owner

Information asset owners (IAOs) are senior staff involved in running the relevant department(s). Their role is to understand what information is held, what is added and what is removed, how information is moved, and who has access and why. As a result, they can understand and address risks to the information and ensure that information is fully used within the law for the public good and provide input on the security and use of their asset.

Records

Information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. Records include, but are not limited to, paper files, emails, CCTV recordings, electronic files, databases and photographs.

Retention Trigger

This defines the event that triggers the start of the Retention Period, triggers are determined by the nature of the record and the transaction for which it has been created.

Transfer

The process of transferring public records to the Public Record Office of Northern Ireland.

Appendix C – Legislation

Below is a list of legislation under which NMDDC carries out its functions. In addition, Council adheres to policy statutory and regulatory frameworks and codes. This is not a definitive list and is subject to ongoing amendment.

The Access to the Countryside (NI) Order 1983
The Betting and Gaming (NI) Order 2004
The Betting, Gaming, Lotteries and Amusements (NI) Order 1985
The Building Control Regulations (NI) 2012
The Burial Ground Regulations (NI) 1992
The Caravans Act (NI) 2011
The Certificates of Alternative Development Value Regulations (NI) 2015
The Cinemas (NI) Order 1991
The Civil Contingencies Act 2004
The Civil Partnership Regulations (NI) 2005
The Clean Neighbourhood and Environment Act (NI) 2011
The Control of Asbestos Regulations (NI) 2012
The Cooling Towers and Evaporative Condensers Regulations (NI) 1994
The Dangerous Substances and Explosives Explosive Atmospheres Regulations 2002
The Data Protection Act 2018
The Disability Discrimination Act 1995 (as amended by The Disability Discrimination (NI) Order 2006
The Dogs (NI) Order 1983
The Electoral Law Act (NI) 1962
The Energy Performance of Buildings (Certificates and Inspections) (Amendment) Regulations (NI) 2016
The Environmental Information Regulations 2004
The Fair Employment & Treatment (NI) Order 1998
The Finance Act 2004
The Fire Precautions (Workplace) Regulations (NI) 2001
The Fire Safety Regulations (NI) 2010
The Freedom of Information Act 2000
The Freedom of Information Act 2000, Section 46 - Code of Practice on Records Management
The Goods Vehicles (Licensing of Operators) Act (NI) 2010
The Hairdressers Act (NI) 1939
The Health and Safety at Work (NI) Order 1978
The Income Tax (PAYE) (Amendment) Regulations 2020
The Justice Act (NI) 2011
The Land Compensation (NI) Order 1982
The Lifting Operations & Lifting Equipment Regulations (NI) 1999
The Limitations (NI) Order 1989
The Litter (NI) Order 1994
The Local Elections (NI) Order 2010
The Local Government (Miscellaneous Provisions) (NI) Order 1985 - Schedule 11, Street Names and Numbering of Buildings

The Local Government (Miscellaneous Provisions) (NI) Order 1985 - Schedule 2, Licensing of Places of Entertainment
The Local Government Act (NI) 1972
The Local Government Act (NI) 2014
The Local Government Pension Scheme Regulations (NI) 2014
The Management of Health and Safety at Work Regulations (NI) 2000
The Manufacture and Storage of Explosive Regulations (NI) 2006
The Marriage Regulations (NI) 2003
The Museums (NI) Order 1981
The Northern Ireland Act 1998
The Occupiers Liability (NI) Order 1987
The Off-Street Parking (Functions of District Councils) Act (NI) 2015
The Pavement Cafés Act (NI) 2014
The Petroleum (Consolidation) Act (NI) 1929
The Planning Act (NI) 2011
The Planning (Environmental Impact Assessment) Regulations (NI) 2017
The Planning (General Development Procedure) (NI) Order 2015
The Planning (General Permitted Development) (NI) Order 2015
The Planning (Local Development Plan) Regulations (NI) 2015
The Police and Criminal Evidence (NI) Order 1989
The Pollution Prevention and Control (Industrial Emissions) Regulations (NI) 2013
The Private Tenancies (NI) Order 2006
The Provision and Use of Work Equipment Regulations (NI) 1999
The Public Health (Ireland) Act 1878
The Public Health Acts Amendment 1907
The Public Service Pensions Act (NI) 2014
The Regulation of Investigatory Powers Act 2000
The Rent (NI) Order 1978
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997
The Reservoirs Act (NI) 2015
The Roads (Miscellaneous Provisions) Act (NI) 2010
The Rural Needs Act (NI) 2016
The Safety of Sports Grounds (NI) Order 2006
The Smoking (NI) Order 2006
The Statutory Maternity Pay (General) Regulations 1986
The Street Trading Act (NI) 2001
The Taxes Management Act 1970 - Schedule 4
The Towns Improvement (Ireland) Act 1854 incorporating The Towns Improvement Act 1847
The Tourism (NI) Order 1992
The UK General Data Protect Regulations 2021
The VAT Act 1994
The Waste and Contaminated Land (NI) Order 1987
The Waste Management Licensing Regulations (NI) 2003